

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: Accounting Technician
Department: Accounting
Reports To: Controller
Status: Non - Exempt
Salary Range: \$13.54 to \$18.32 per hour / (\$28,163 to 38,106) annual
Level: 3
Opens: May 12, 2015
Closes: June 2, 2015

SUMMARY

Responsible for assigned duties in payroll, accounts payable, shipping/receiving, and distribution of equipment, and supplies for the Tribal Government. Assist in various activities relating to the needs of the LTBB Accounting Department. Provide back up to Accounting Department staff and other administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Make travel arrangements for governmental staff.
- Completes purchases and enters purchase orders as directed.
- Complete negotiations of services' contracts under the direction of Staff Accountant and monitor compliance, payments and terms with contractor.
- Organize activities related to receiving and delivery of goods in the procurement function of the LTBB Purchasing Department.
- Compile records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Ensure acceptability of items to written specifications.
- Serve as backup and assists as needed for the Accounting Assistant, Accounts Payable, Payroll, and Purchasing.
- Composes and types routine correspondence, organizes and maintains file system.
- Greets visitors and conducts visitor to appropriate area or person.
- Prepares outgoing mail and correspondence, including e-mail and faxes.

- Orders and maintains supplies and arranges for equipment maintenance.
- Arrange for disposal of surplus materials.
- Assist in administering policies and procedures in a fair and professional manner.
- Maintain confidentiality of all files and accounts of the LTBB Accounting Department.
- Conduct research and compile data for verification and reporting.
- Assists with Per Capita disbursement
- Assists/maintains with the government cellular phone account
- Assists/maintains with the copier pool
- Assists/maintains with the Fleet pool
- Assists with vendors in accounting system, including reconciling 1099's and IRS B notices

QUALIFICATIONS

Must be familiar with Windows 7, Microsoft Office 2010, and possess general word processing and spreadsheet skills. Some heavy lifting and local travel required. Must have a great work history.

EDUCATION/EXPERIENCE

High School Diploma or GED and three years of experience working in an office setting, preferably in an accounting or business position required. Associate's degree (A.A.) in Accounting or Business preferred

WORK ENVIRONMENT

Professional, fast paced, multi-tasking environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan driver's license, reliable transportation and possess an insurable driving record.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal and credit background investigation.